Distribution Operator Exam Process

Submit a complete Exam Application and Fee

Applications for the March exam must be postmarked by January 2nd. Applications for the September exam must be post-marked by July 1st.

DWOCP sends an acknowledgement card

You will receive the card within 3-4 weeks. This card only acknowledges receipt of your application by our department and is NOT an application approval card.

DWOCP reviews your application

DWOCP sends a deficiency letter or approval card

Deficiency Letter

Supply the requested information needed to complete the application

OR

Request to take a lower grade exam, if you qualify

OR

Request to pend your application until you meet the Minimum Qualifications (can be held up to 1 year)

Approval Card Sent

DWOCP sends exam notification letter

You will receive the letter two weeks before the exam. This letter provides the exam location, date, time and exam Grade Level.

Take the Exam

Pass Exam with a minimum of 70%

Grades 1 & 2 - submit the certification request and fee and the certificate is mailed out
Grades 3-5 - must submit the certification application, fee and documentation as noted in section 4 of the certification application

Fail Exam

Re-apply for examination and pay re-exam fee